

Test Coordinator Monthly Webinar

February 19, 2020



RIDE Rhode Island
Department
of Education

Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** As much as possible, webinars will be organized to follow tasks necessary to complete between TC webinars in order to have a successful test administration year.
- **REGISTRATION:** www.ride.ri.gov/tc

- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**

- March 18
- April 22
- May 20
- June 17



Agenda for February 19, 2020

- **Preparing for 2019-20 State Assessments**
 - Test Coordinator Training Workshop Survey
 - State Assessment Test Administrator Core Training
 - Ordering Materials
 - State Assessment Monitoring
 - General Updates
 - Tasks to focus on for February-March 2020
- **Calendars**
 - State Assessment Calendar



Preparing for the 2019-20 State Assessments



Test Coordinator Training

Date	Time	Content
		Introductions to Accommodations Webinar Recording / Presentation
2/28/2020	10:00 – 11:00 AM	RICAS Webinar for Test Coordinators who missed the in-person training
3/5/2020	10:00 – 11:00 AM	NGSA Webinar for Test Coordinators who missed the in-person training
3/11/2020	1:00 – 2:00 PM	SAT Testing Tips Webinar
3/16/2020	9:00 – Noon	PSAT10 DIGITAL *
3/17/2020	9:00 - Noon	PSAT10 DIGITAL *

**New England Institute of Technology, 1 New England Tech Blvd, Room S330, East Greenwich, RI*



PSAT10 Digital Hands-on Training

When:	March 16 <i>or</i> 17 (both sessions are the same)
Where:	New England Institute of Technology, 1 New England Tech Blvd, Room S330, East Greenwich, RI
Who:	School and district test coordinators, technology coordinators, SSD Coordinators
What:	<p>Participants will receive hands-on training and assistance in the College Board TIDE system to:</p> <ul style="list-style-type: none">• install the Secure Browser• create user accounts,• assign accommodations,• assign testing rooms to students,• start and stop testing,• conduct digital pre-administration sessions with students. <p>Participants will also learn how to trouble shoot common technology problems.</p> <p>NOTE: All participants must bring a fully-charged laptop or other device</p>
Registration:	PSAT10 Digital Hands-on Training Registration Link



Test Administrator Training

All test administrators for all state assessments are required to be trained for each statewide assessment they will administer.

- *State Assessment Test Administrator Core Training* presentation will supplement the assessment-specific materials and online modules
 - www.ride.ri.gov/assessment-training
- Schools will need to include information about:
 - cell phone policy
 - process for tracking secure materials
 - testing calendars



Assessment Monitoring



Assessment Monitoring

Appendix F: RISAP Test Coordinator Handbook

- **RIDE is required by federal law to conduct monitoring of *all* state assessments.**
 - ACCESS, PSAT10, SAT, RICAS, NGSA, and DLM
 - Process outlined in Appendix F of the *RISAP Test Coordinator Handbook*
- **Schools are considered for monitoring visits if:**
 1. a district or school administrator requests a visit.
 2. a district or school has not been visited for three years or more.
 3. a district or school had a serious irregularity.
 4. a district or school test coordinators did not attend the necessary test coordinator training sessions.
 5. a district or school had a very low participation rate.
 - Rhode Island did not meet the 95% participation rate for science so extra attention will be focused on ensuring that *all* students are assessed.



Assessment Monitoring

If your school is selected...

1. **An email will be sent to all schools selected for monitoring** to the superintendent, assistant superintendent, district testing coordinator, and school principal and to schedule a conference call with district and school staff.
2. **The conference call will discuss what the district and school have done to prepare for testing:**
 1. How did the test coordinator prepare themselves?
 2. How did the district/school train teachers?
 - **NEW:** Principals are **required** to provide copies of sign-in sheets and/or rosters of completed online test administrator training to RIDE for every state assessment given in that school, regardless of whether it's being administered on the day of the visit.
 3. How did the district/school prepare students?
 4. Any questions still outstanding for the district or school?
3. **Which assessments will be included in the visit?**
 - The monitoring visit will focus on one general education assessment plus DLM.
 - RIDE staff will also visit a DLM administration on the same day as the monitoring visit for RICAS, PSAT10, SAT, or NGSA.



Updates:

- ***Prepare for Statewide Assessments* web page** renamed to *Assessment Manuals & Materials* (www.ride.ri.gov/assessment-manuals)
- **PSAT10 and SAT** (www.ride.ri.gov/assessment-manuals):
 - Translated Test Directions posted
- **Accommodations** (www.ride.ri.gov/accommodations):
 - 2020 Accommodations Manual posted
 - Accommodation Webinar Series 1 posted
- **RICAS:**
 - Posted Assessment Scripts by test
 - Spring 2020 manuals posted on RICAS Resource Center
 - RICAS Discrepancy Files available starting Friday
- **Outplacement Schools** (www.ride.ri.gov/TC):
 - Posted information specific to test coordinators from outplacement schools



Calendars

February 19, 2020



Tasks

- Complete the Test Coordinator Training Workshop Survey
- Register for the PSAT10 Digital Training Workshop
- Register for SAT with Essay Testing Tips webinar
- Install College Board secure browser on testing devices for PSAT10 ([Link to Secure Browser Installation Guide](#))
- Train teachers and students
 - Add your school's information to the Test Administrator Supplemental Training
 - Remember to collect sign-in sheets for trainings.
 - Practice with assistive technology devices
 - Practice Tests available for NGSA



Tasks

DLM

- **Make sure SECURITY AGREEMENTS are signed:**
 - 272 users have REJECTED security agreements in Kite Educator Portal.
 - Go back and sign-in to Educator Portal and click “yes” on Test Security before they can access any part of the DLM system.
- **Update USER ACCOUNTS:**
 - Update user accounts
 - No one should have access who doesn't need it.
- **Update STUDENT INFORMATION:**
 - Students were registered in Kite Educator Portal in October.
 - Updates to student information must be done manually.
 - New students must be added manually.
 - Double-check that Special Education Census and Enrollment Census information is accurate.
 - Students who transfer from one district to another: Call Heather Heineke (401-222-8493).



Dates to Remember

February - March

- **Feb. 10 – 14:** SAT Coordinator Planning Kits arriving (*SAT test date March 25*).
- **Feb. 12:** SAT Online test coordinator and proctor training available (*SAT test date March 25*).
- **Feb. 24:** Last day to enter accommodations into SSD Online for schools with SAT test date April 14.
- **Feb. 28:** RICAS Test Coordinator webinar for anyone who missed the in-person training.
- **Feb. 28:** Last day to submit medical exemptions for ACCESS/Alternate ACCESS for ELs.
- **Feb. 28:** Due date for Action Plans for LEAs with over 1.00% of students taking the DLM.
- **March 2 – 6:** SAT Pre-administration Shipment arrives (*SAT test date March 25*).
 - SAT Coordinator Planning Kits arriving (*SAT test date April 14*).
- **March 3:** SAT online test coordinator and proctor training available (*SAT test date April 14*).
- **March 3:** Online test coordinator and proctor training available for schools giving PSAT10.
- **March 5:** RI NGSA Test Coordinator webinar for anyone who missed the in-person training.
- **March 9 – 13:** SAT Test Materials Shipment arrives (*SAT test date March 25*).
- **March 11:** Attend SAT with Essay Testing Tips webinar.



Dates to Remember

March - April

- **March 16 and 17:** Attend PSAT10 Digital Hands-on Training (see slide 6).
- **March 16 – 20:** SAT Pre-administration Shipment arrives (*SAT test date April 14*).
- **March 16:** RICAS TAMs and *ELA* paper based testing materials received.
- **March 16 – 26:** Additional RICAS *ELA* PBT materials can be ordered through RICAS Service Center.
- **March 25:** *SAT with Essay (Option 1) test day!*
- **March 28:** DLM First Contact Survey must be completed by teachers in Kite Educator Portal.
- **March 30:** *RICAS ELA begins!*
- **April 6:** *DLM test begins!*
- **April 6 – 10:** SAT Test Materials Shipment arrives (*SAT test date April 14*).
- **April 13:** RICAS *Math* paper based testing materials received.
- **April 13 – 23:** Additional RICAS *Math* PBT materials can be ordered through RICAS Service Center.
- **April 27:** *RICAS Math begins!*
- **April 27:** *RI NGSA begins!*



2019-2020 State Assessment Calendar

Test Window Opens	Test Window Closes	Test	Grades
January 6	February 14	ACCESS	K-12
January 6	February 14	Alternate ACCESS	1-12
March 30	May 1	RICAS ELA	3-8
March 25	April 14 <i>or</i> 28*	SAT with Essay - Option 1	11
April 6	May 22	DLM ELA, Math, Science	3-8, 11
April 14	April 28	SAT with Essay - Option 2	11
April 14	April 30	PSAT10	10
April 27	May 22	RICAS Math	3-8
April 27	May 29	NGSA Science	5, 8, 11



Assessment Office Contact Information

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